

LEGADMINMAN

CHAPTER 17

LAW LIBRARIES

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CHAPTER 17

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17000. Purpose. To set standards for Marine Corps law libraries.

17001. Background. Judge advocates must have access to adequate research facilities to provide competent counsel. To ensure that each judge advocate has the required research materials, the Staff Judge Advocate to the Commandant (CMC (JA)) created minimum standards for all Marine Corps law libraries. A core law library is maintained and funded for each Marine legal office by CMC (JA). Requests for materials not described in this chapter may be submitted to CMC (JAI) or purchased locally.

17002. Application. These standards apply to all law libraries used by judge advocates under the control of the United States Marine Corps.

17003. Action. The standard list identifies the minimum requirements for each Marine Corps field law library. This list will be reviewed and updated periodically by CMC (JAI). Field offices should submit recommendations to add or delete items on the standard list to CMC (JAI).

17004. Law Library Manager Responsibilities. Each office should designate a library manager. The library manager is responsible for receipt and control of law library materials, cataloging and shelving of books and updates, tracking loans, and ensuring the library is in good order. Each manager is responsible for updating the library database at <http://sja.hqmc.usmc.mil> as the research materials are received. Requests for additional materials should also be made via the on-line library database. The manager is also responsible for notifying the on-line research representative of personnel changes for issuing or deactivating passwords and tracking the on-line research usage by that office's personnel via the on-line database at http://sja.hqmc.usmc.mil/JAI/database/lexis_lookup.asp. The library manager will conduct an annual inventory of the library during August and submit to CMC (JAI) by 1 September to assist in making the following years' purchases.

17005. Standard Lists For USMC Law Libraries

1. On-line research providers or similar works by alternate publishers may be substituted if they are adequate as reference materials.

2. All works shall be maintained in the most current version available.

17006. TRIAL AND DEFENSE COUNSEL. Judge advocates appearing in courts-martial shall be furnished the following research materials:

Manual for Courts-Martial
Navy-Marine Corps Trial Judiciary Trial Guides
Military Judges Bench Book
Military Rules of Evidence Manual
Evidentiary Foundations

17007. DEPLOYABLE LAW LIBRARY STANDARD. Each deployable law library will contain the items listed below and in paragraph 17006 as well as provide each judge advocate access to on-line research materials:

U.S. Navy Regulations
Title 10, U.S.C.
Soldiers' and Sailors' Civil Relief Act
AOR SOFAs
Selected Problems in Law of War, Army Training Circular 27-10-1
Operational Law Handbook
FM 19-40, EPWS, Civilian Interns & Detained Personnel
FM 27-2, Your Conduct in Combat
FM 27-10, Law of Land Warfare
FM 41-10, Civil Affairs Operations
FM 41-5, Joint Manual for Civil Affairs
Country Studies
AFP 110-20
NWP 1-14M Commanders Handbook on the Law of Naval Operations
JAGINST 5800.7C (JAGMAN)
MCO P5800.16A (LEGADMINMAN)
MCO 1070.12J (IRAM)
MCO P1900.16E (MARCORSEPMAN)
NAVPERS 15560C (MILPERSMAN)
DoDDir 5515.8 (Single Service Claims Responsibility)
MCO P4400.150E (Consumer Level Supply Manual)
SECNAVINST 1920.6A (Administrative Separation of Officers)
CompGen Vol V (Paying Agent)
JAGINST 5890.1 (Administrative Processing and Consideration of Claims)

17008. Station or Base Library Standards. Station and base libraries will maintain all items listed in paragraphs 17006 and 17007 as well as the following:

1. Federal and Criminal Materials

Military Justice Reporter
Military Justice Digest
U.S. Code
Code of Federal Regulations
Service Law Reviews
Federal Register
Military Criminal Justice Practice & Procedure
Court-Martial Procedure
Prosecution and Defense of Sex Cases
Federal Criminal Code and Rules

2. Legal Assistance

State Statutes
Federal Tax Materials
Consumer Credit Law Handbook
Immigration Law and Procedure Handbook
Wills Handbook
Veterans' Benefits Guide
Adoption Law Handbook
Family Law Guide (TJAGSA)
Soldiers and Sailors Civil Relief Guide (TJAGSA)
Uniformed Services Former Spouses Protection Act Guide (TJAGSA)
Wills Guide (TJAGSA)
Income Tax Assistance Guide (TJAGSA)

3. General Materials

Department of Justice FOIA Handbook
JA Deskbook 234 Environmental Handbook (TJAGSA)
JA Deskbook 210 Law of Federal Employment (TJAGSA)
Uniform Guide to Citations (Bluebook)
Law Dictionary
DSM-IV

17009. Information Technology

All judge advocates must have access to information technology assets capable of accessing on-line legal research databases.